City of Pittsburgh
Request to Purchase Application – Individuals

- This application begins the qualification process for persons who would like to purchase City-owned property.
- For assistance in completing this form, please call the Real Estate Division at (412) 255-2300 or come to the Real Estate Division in-person.
- The Dept. of Finance webpage (pittsburghpa.gov/finance/property-sales) provides responses to property sales frequently asked questions.
- You must fully and accurately complete both pages of this application or it may not be processed. You will be notified of an unprocessed form.
- Applicants must not have unresolved taxes, balances, permit violations, or unregistered businesses. A background check will be executed.
- If the applicant is enrolled and current in an approved payment plan with Jordan Tax Services (JTS) for delinquent Real Estate Tax payments or Pittsburgh Water and Sewer Authority (PWSA) charges, certification from JTS demonstrating compliance with the payment plan(s) must be attached. Please complete the front side of this form and provide it to JTS to obtain certification. You may contact JTS at (412) 835-5243.
- Please submit the application (with any attachments) to the City's Real Estate Division via mail, in-person, or e-mail (please send encrypted).
  - Physical Address: City-County Building, Department of Finance- Real Estate Division, 414 Grant Street, Pittsburgh, PA 15219-2476
  - Email Address (Please send encrypted): property.sales.3tb@pittsburghpa.gov
- Please note that this is an application only and does not bind the City of Pittsburgh to a transaction.
- Please allow up to six weeks for processing.

Individual Buyer Qualification Information

Complete if purchasing property as an individual or jointly with your spouse.

Applicant Name *(First, Last)*: _____ SSN *(Last Four)*: ___ ___ ___ ___

Spouse's Name *(First, Last)*: _____ Spouse's SSN *(Last Four)*: ___ ___ ___ ___

Home Address *(No P.O. Box)*: _____ City, State, Zip Code: _____

Do you rent? ☐ Or Own? ☐ Email Address *(Preferred)*: _____

Phone Number *(Personal Phone)*: ( ) -

Is the applicant on a payment plan with Jordan Tax Services (JTS) for Real Estate Taxes or PWSA charges? ☐ Yes ☐ No

If you answered "yes" to the above question, official certification from Jordan Tax Services demonstrating compliance with the payment plan(s) must be attached. Please complete the front side of this form and provide it to JTS. You may contact JTS at (412) 835-5243.

Property Owned in the City of Pittsburgh

Complete for any and all properties owned by the applicant within the City of Pittsburgh. To list additional property, please attach an additional page.

	Address *(Street, City, State, Zip Code)*	Ward*	Block/Lot Number*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12			
13.			
14.			

*(*The Ward and Block/Lot Number can be viewed on the Allegheny County website: http://www2.county.allegheny.pa.us/RealEstate/Search.aspx)*

For City Use Only

Received by:		Date:		Reason for Denial *(If Applicable)*:
Approved by:		Date:		
Denied by:		Date:		

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Request to Purchase Application – Individuals

City-Owned Property Requested for Purchase

If you would like to request the purchase of multiple properties, please attach an additional form (this page only) for each property.

Property to be Purchased Address *(Street, City, State, Zip Code)*	Ward*	Block/Lot Number*

*(*The Ward and Block/Lot Number can be viewed on the Allegheny County website: http://www2.county.allegheny.pa.us/RealEstate/Search.aspx)*

Property Proposed End Use

Complete for the property you are requesting to purchase. Please note: If the size/scope of your project meets certain minimum thresholds, additional information including but not limited to financing and site plans may be required upon initial review of your application.

Vacant Land *(You must select all that apply)*:

- ☐ Build Addition to House
- ☐ Auxiliary Building *(Garage, Etc.)*
- ☐ Side Yard *(*See City side yard sale guidelines)*
- ☐ Green Space/Garden
- ☐ Parking: *(Circle)*
  Residential *Commercial*
- ☐ New Construction: *(Circle)*
  Residential *Commercial* *Mixed Use*
- ☐ Other: _____

Vacant Structure *(You must select all that apply)*:

- ☐ Residential Rehab for: *(Circle)*
  Resale *Rental* *Occupy*
- ☐ Commercial Rehab for: *(Circle)*
  Resale *Lease* *Locate Own Business*
- ☐ Demolish and Build New: *(Circle)*
  Residential *Commercial* *Mixed Use*
- ☐ Other: _____

Please provide a detailed description of your proposed end use for the property. For more space, please attach an additional page:

_____

_____

_____

Will you need to seek a building permit? ☐ Yes ☐ No

Have you verified the current condition of the property? ☐ Yes ☐ No

Will you need to seek a variance or special exception? ☐ Yes ☐ No

When will you apply for a permit (Approximately)? _____
*(*You may only build on a property after ownership)*

Adjacent and/or Nearby Property

Do you own other adjacent/nearby property located within approximately 1/4 mile of the property you are seeking to purchase? This property should also be listed on the previous page of this application. If "no," skip to the next section. ☐ Yes ☐ No

If you answered "yes" to the above question, please provide information on the respective property below. To list additional property, please attach an additional page.

Adjacent/Nearby Property Address *(Street, City, State, Zip Code)*	Ward*	Block/Lot Number*

*(*The Ward and Block/Lot Number can be viewed on the Allegheny County website: http://www2.county.allegheny.pa.us/RealEstate/Search.aspx)*

Adjacent/Nearby Property Address *(Street, City, State, Zip Code)*	Ward*	Block/Lot Number*

*(*The Ward and Block/Lot Number can be viewed on the Allegheny County website: http://www2.county.allegheny.pa.us/RealEstate/Search.aspx)*

Signature

I have read the form instructions and certify that all information I have provided is complete and accurate to the best of my knowledge. I understand that an incomplete application or providing inaccurate information may result in the automatic rejection of my application. I understand that this is an application only and does not bind the City of Pittsburgh to a transaction.

Applicant Name *(Printed)*: _____

Applicant Signature: _____ Date: _____